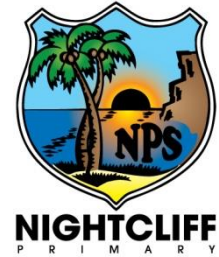


Nightcliff Primary School Annual Operational Plan 2014 Based on Strategic Improvement Plan for 2012 - 2015



Mr. Graham Chadwick

PRINCIPAL

SIGNED

DATE

Mr. Simon Niblock

SCHOOL COUNCIL CHAIRPERSON

SIGNED

DATE

Mr Tony Roberts

Regional Director Darwin

SIGNED

DATE

How to use the Annual Operational Plan template

This template is to be filled in and submitted annually for each year of your Strategic Improvement Plan's (SIP) four-year cycle. **This page (2) does not need to be submitted with the plan.**

Key Result Area	Identify which KRA the following Goals, Targets and Actions align to. This should align with your SIP.
Goal	What are our Goals? These may have already been identified in the School Improvement Plan, for this Key Results Area. You may find that the identified goals in the SIP may need refining as more information becomes available.
Improvement Targets/Milestone	What are our improvement targets for this Key Results Area? (Align with the relevant four-year targets from your SIP). Ask yourself: <ul style="list-style-type: none"> What progress towards these four-year targets are we expecting to make this school year?
Action	What are the programs, approaches, activities, projects, tasks, etc. we can undertake to achieve our goals and progress towards our improvement targets and milestones?

Who	When	Funding	Funding Source
Specific group or staff member who has responsibility of ensuring this action is achieved.	Identifying the Actions start time will help assist in the annual planning process in order to achieve all identified Actions. E.g. Term 2 or a specific date.	Is funding required to achieve this Action? How much (estimated) funding is required? Nb: if multiple funding sources have been identified then a dollar figure for each funding source would be required.	If funding is required, then how will it be sourced? E.g. Smarter Schools National Partnerships (SSNP), Equity Trust, DoE, School Council etc.

Annual Operational Plan for Nightcliff Primary School for 2014

Key Result Area	<i>Teaching and Learning</i>
Goal	<ul style="list-style-type: none"> Acknowledge and embed the NPS <i>Whole School Approach to Curriculum and Assessment Planning</i> as a key strategy in 2014 Utilise the whole school curriculum and assessment plan to align teacher programming which challenges students learning outcomes within the eight key learning areas.
Improvement Targets/Milestone 1.	All teachers are implementing the Australian Curriculum utilising the NT scope and sequence including unit outlines within the C2C.

Improvement Targets/Milestone 2.	All teachers are adhering to the <i>NPS Curriculum and Assessment Support Document</i> and the <i>Reporting and Assessment Policy</i> .
Action	<ul style="list-style-type: none"> Principal/Assistant Principals in conjunction with Curriculum and Assessment teams to monitor processes and align planning, programming, assessment models to ensure there is congruence throughout the school. Curriculum team to investigate and recommend additional resources, including online literacy programs/ tools, to support school wide assessments e.g. PM benchmark kits, Soundwaves/Envision work books, Lexile readers etc...

Who	When
Leadership team, Curriculum Team	Initiate Term 1 - End Term 4, 2014

Funding	Funding Source
\$30,000.00	Teaching and Learning budget

Improvement Targets/Milestone 3. (As within the Staff Information Folder)	<p>All classroom teachers are programming and planning from the Nightcliff Primary School</p> <ul style="list-style-type: none"> • NPS whole school curriculum plan. • NT Doe Learning Area Achievement Standards • NPS Curriculum and Assessment support document • NPS Assessment and reporting policy
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Action	<ul style="list-style-type: none"> • Teachers are to follow the NPS teacher curriculum support documents, including the NPS assessment and reporting documents to develop their class program and planning. (via the NT Scope and Sequence and C2C units) • All teachers to integrate the curriculum guidelines of the National Curriculum. • Curriculum team to offer in-house training and support with the Australian Curriculum.
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Who	When
Leadership team, Curriculum team	Term 1 2014/ Ongoing

Funding	Funding Source
As required	Teaching and learning budget

Progress Note	Expenditure To Date	Note Date

Improvement Targets/Milestone 4.	<ul style="list-style-type: none"> Continue to align the whole school approach to numeracy teaching (Envision Maths) to embed a whole school approach to the teaching of numeracy throughout Nightcliff Primary School. All Transition to Year 6 teacher's actioning the Envision Maths Program to support the implementation of the NPS whole school Maths approach further supporting the Australian Curriculum.
Action	<ul style="list-style-type: none"> All teachers to participate in school wide mathematics moderation sessions each semester. Curriculum team (Numeracy) to mentor teachers in the development of units of work to improve teacher literacy in mathematics. Achieve a 3% improvement in the Year 3 and 5 NAPLAN targets in Numeracy. (2014)

Who	When
Leadership team/ St1's / all staff	Ongoing

Funding	Funding Source
\$10,000.00 \$3,000.00	Teaching and Learning Budget Teaching and Learning Budget (Mathematics)

Progress Note	Expenditure To Date	Note Date

Improvement Targets/Milestone 5.	Continue with the implementation of the whole school approach to spelling/writing that includes grammar and all genres.
Action	Seniors to mentor year level teachers to produce writing overviews and units of work. Timetable Year level teachers to collaboratively plan and develop the units of work. Continue to review the whole school spelling/writing support resources e.g.Soundwaves.

Who	When
Year level teams/Curriculum team	Each semester

Funding	Funding Source
\$12,000.00	Teaching and Learning budget

Progress Note	Expenditure To Date	Note Date
Soundwaves teaching materials and student books have been purchased for distribution.	\$12,00.00	

Improvement Targets/Milestone 6.	Refine the whole school approach to the teaching of reading. All classroom teachers to align with the whole school approach. Ongoing improvement in resourcing the school Library reading resources (Non-fiction, Big Book, Guided Reading)
Action	Curriculum team to review the centralised approach to the home reading program. Provide relevant professional learning around guided reading and comprehension assessment tools. Monitor reading resources and prioritise needs, purchase additional home readers as required.

Who	When
Assistant Principals and Curriculum team. Gwen Davey to continue purchasing/distributing home readers. Birgit to continue improving Library reading materials and resources	Ongoing

Funding	Funding Source
\$3,000.00 (Home Readers) \$12,000.00 (Library resources)	Teaching and Learning budget

Progress Note	Expenditure To Date	Note Date
Home readers have been purchased to the value of \$3,000.00 for the 2014 school year. Library resources also purchased to the value of \$10,000.00 for the 2014 school year.	\$3,000.00 \$10,000.00	January 2014

Improvement Targets/Milestone 7.	Achieve a 3% increase in school based Year 3 and 5 NAPLAN targets in reading, writing, spelling, grammar and punctuation.	

Improvement Targets/Milestone 8.	<ul style="list-style-type: none"> All students participating in school wide moderation of writing. (Once a semester) Embed a culture of 'what does differentiation look like' supported through school student literacy data. 	
Action	<ul style="list-style-type: none"> To acknowledge adjustments and measure English learning outcomes for all students via data snapshots. To improve the quality of feedback written within student work books. (What does quality feedback look like?) All teaching teams to participate in school based literacy standardised assessments. (Once a semester) 	

Who	When
Leadership team/ ST1's/ teachers	Semester 1 & 2

Funding	Funding Source
Funds derived from the teaching and Learning Budget	Teaching and learning

Progress Note	Expenditure To Date	Note Date

Improvement Targets/Milestone 9.	Continue to embed a whole school approach to modelling Guided Reading classroom strategies and the teaching of oracy.
Action	Early Year's Senior Teacher to align with the Intervention team to develop phonemic awareness strategies. Teresa Montague to continue staff PD's on developing oral language awareness and programming. Guided Reading to be continued as a mentoring process by senior staff in unit meetings and class visitation.

Who	When
Early Year's Senior Teacher	Ongoing

Funding As required	Funding Source
	Teaching and learning budget

Progress Note	Expenditure To Date	Note Date

Improvement Targets/Milestone 10.	<ul style="list-style-type: none"> All classroom teachers participating in class data and curriculum focus conversations with the leadership team twice a year. All classroom teachers utilising internal monitoring/ standardised assessment database to track and monitor individual student progress each term.
Action	Each classroom teacher required to liaise with Assistant Principals to participate in data coaching conversations. Tim Morgan (AP) to manage student outcomes aligned to student Standardised Assessment data, including the compilation of student data.

Who	When
Assistant Principals	Semester 1 & 2

Funding	Funding Source
Funds derived from the teaching and Learning Budget	Teaching and learning

Progress Note	Expenditure To Date	Note Date

Improvement Targets/Milestone 11.	All teachers to analyse internal monitoring/assessment data to identify students overall improvements and to liaise with the intervention team to focus on improvement strategies for students deemed at risk.
Action	<ul style="list-style-type: none"> • Intervention team including Special Ed and ESL staff co-ordinating roll out of reading intervention program for students in years T - 6. • Curriculum team to identify additional resources to support and improve language conventions outcomes throughout the school. • Intervention team to assess and monitor students deemed at risk, ongoing weekly timetable 40 weeks per year.

Who	When
Leadership team, Intervention team, Teachers	Ongoing

Funding	Funding Source
\$3,000.00	Teaching and Learning budget (English)

Progress Note	Expenditure To Date	Note Date
Tim Morgan to manage SPTP funding and staff administration/employment.		

Improvement Targets/Milestone 12.	<p>Intervention team/ Special Education teacher to work closely with Student Services and the CDT team to improve school operations. Review NPS processes to improve the identification and assessment of students who are not meeting benchmark – achieved by improved data monitoring tools and school wide student assessment.</p>
Action	<ul style="list-style-type: none"> • To improve student outcomes and monitoring of students deemed at risk • Intervention team to mentor Special Education Support Assistants in supporting students with EAP's. • All EAP's developed in collaboration with the Intervention team, classroom teachers and family members.

Who	When
Special Ed teacher /Intervention team / Tim Morgan	Ongoing

Funding	Funding Source
\$46,000.00	SPTP - Special Base Funding administered by Tim Morgan (AP)

Progress Note	Expenditure To Date	Note Date

Improvement Targets/Milestone 13.	<ul style="list-style-type: none"> ICT Project team continue to monitor current licensed programs in use and scrutinise their effectiveness to classroom outcomes. Improvement in teacher IT skills and a commitment to using the school wide data collection process. Continue to review the practical use of touch screens as a future roll out plan for the school.
Action	<ul style="list-style-type: none"> All teachers utilising interactive whiteboards/touch screens to enhance Mathematics/English lessons on a weekly basis. All Early Years teaching teams to develop learning plans utilising ipads. Upper primary teaching teams to develop learning plans utilising ipods.

Who	When
Jo Glennon/ Russell Smith/Graham Chadwick	Term 1 initiate – ongoing.

Funding	Funding Source
\$30,000 (Part of)	IT Budget

Progress Note	Expenditure To Date	Note Date

Improvement Targets/Milestone 14.	<ul style="list-style-type: none"> All transition to year 6 students to have access to weekly lessons in the extra curricula teaching areas of Visual Art, Physical Education/ Health, Science, Music and Indonesian.
Action	Deliver key strategies and student outcomes within the extra curriculum teaching programs. Purchase resources such as budgeted for each specialist teaching area.

Who	When
Science? / PE & Health Matthew Ryan / Visual Arts May Bury .6 / Music Gwen Davey / Indonesian? Specialist funding programs to be administered by appropriate AP's	Ongoing

Funding	Funding Source
Science \$3,000.00 (Jill) PE & Health \$3,000.00 + \$5,000.00 Tennis award (Jill) Visual Art \$3,000.00 (Jill) Music \$2,000.00 (Graham) Indonesian - as required (Tim)	Teaching and Learning Budget

Progress Note	Expenditure To Date	Note Date

Progress Note	Expenditure To Date	Note Date
Improvement Targets/Milestone 15.	All teachers to incorporate the Geography and History components of the National Curriculum in their class programs. This will be monitored in term 1.	
Action	<ul style="list-style-type: none"> The curriculum team will run PD programs to train teachers with the Australian Curriculum History and Geography outlines including support with the C2C units of work. Incorporate Australian Indigenous History within units of work via the Visual Arts program 	

Who	When
Curriculum Team/ All staff / May Bury – Visual Arts	Term 1 implementation /ongoing

Funding	Funding Source
Partially via Visual Arts budget and Teaching and Learning budget as required.	Teaching and Learning

Progress Note	Expenditure To Date	Note Date

Improvement Targets/Milestone 16.	<ul style="list-style-type: none"> • Pre-School team to prepare for the forthcoming QIP audit in February. • School leadership team to support the Pre-School in audit requirements prior to the QIP audit. • Pre -School senior teacher to embed the Early Years Learning Framework. • Monitor and supervise the ongoing universal access support procedures within the Pre-School
Action	<p>Pre-School senior teacher to monitor all procedural processes within the Pre -School approved area. To ensure all processes have been reviewed prior to the QIP audit. Prepare students for the forthcoming school swimming program. To continue to promote the Pre-School as a centre of excellence.</p>

Who	When
Mary Searle/ Jill Finch	Ongoing

Funding	Funding Source
\$1,000.00	Allocated Pre School funds – funds provided on a needs basis. Base funding.

Progress Note	Expenditure To Date	Note Date
<p>Semester 1 2014 – Pre-School full reaching its capacity of 80 students.</p>		

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Key Result Area	<i>Wellbeing</i>
Goal	The NPS school values are embedded across the school with student behaviour, well being and pastoral care to further support respect for each other as a priority for the day to day interactions between students and staff.
Improvement Targets/Milestone 1.	The NPS school community has a deep understanding of the school values and how this applies to all visitors and members of the Nightcliff School community.
Improvement Targets/Milestone 2.	All NPS staff both teachers and support staff will on a daily basis promote the values policy of the school and use these statements as the process for conflict resolution or conflict negotiation.
Improvement Targets/Milestone 3.	To continue with our wellbeing committee to continue to build rigour within our behaviour processes and to also align with the national focus of 'Bullying No Way'.
Improvement Targets/Milestone 4.	NPS community members to understand the Nightcliff Primary School Behaviour Management Policy and how this is applicable to the wider community. (Working in partnership)
Improvement Targets/Milestone 5.	Strive to improve the school average attendance rate of 91.5% for all year levels.

Improvement Targets/Milestone 6.	School wellbeing project team to develop an induction program for new arrivals, student leaders, SRC inductees and student visitors.
Action	Wellbeing project team to continue to develop and improve the induction template and to house this information on the school website.

Who	When
STI / Wellbeing team	Ongoing

Funding	Funding Source
1,500.00	School budget

Progress Note	Expenditure To Date	Note Date

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Key Result Area	<i>Participation, Transitions and Pathways</i>
Goal	As a member of the Nightcliff Hub – to improve student transition to the local Middle School and to continue building learning/data programs/profiles which support student understanding and relationships with their local MS.
Improvement Targets/Milestone 1.	Improve the number of Nightcliff Early learning Centre children moving to the NPS Pre-School to further improve Early years numbers within Nightcliff Primary School. (65% in 2013)
Improvement Targets/Milestone 2.	Continue to improve Year 6 student’s transition to Nightcliff Middle School. 70 % Of NPS Year 6 students enrolled at Nightcliff Middle School for the 2014 school year.
Improvement Targets/Milestone 3.	Develop key learning strategies for the ELC to further improve fine/gross motor skills prior to student’s progressing to Pre-School. Continue to develop this as a part of the NPS Early Years improvement strategy.
Improvement Targets/Milestone 4.	Exchange standardised tests/ student data for year 6 students to provide relevant data to Nightcliff Middle School. Build assessment congruence across NMS feeder schools.
Action	(Ongoing) AIEW to work with families to improve attendance for NPS families.

Who	When

Funding	Funding Source

Progress Note	Expenditure To Date	Note Date

Key Result Area	<i>Partnerships</i>
Goal	Continue to liaise and build relationships with external agencies to further improve the educational outcomes at Nightcliff Primary School. Senior staff to align with a professional educational organisation to improve personal competence and leadership practices.
Improvement Targets/Milestone 1.	Identify and promote the best participants for the school council and promote participation on the council as a key priority in the overall improvement of the school and its succession planning.

Improvement Targets/Milestone 2.	Continue to promote the Outside of School Hours/VAC Care in 2014 as a centre of excellence.
Action	Assistant Principal and school council parent rep to continue to meet with the OSHC director throughout 2014

Who	When
Tim Morgan	Ongoing

Funding	Funding Source

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Progress Note	Expenditure To Date	Note Date
Improvement Targets/Milestone 3.	The OSHC program to utilise the Active After-school sports program currently being run at NPS each afternoon. To also utilise the Tennis Australia's 'Hot Shots' student after hours program.	

Improvement Targets/Milestone 4.	Principal to continue to participate in Cluster Principal meetings. Principal to commit to the actions of the NPS hub to build relationships with local schools.	
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Who	When
Irene Sandalove (OSHC Director)	

Funding	Funding Source
Budget to be set in Term 2	Oshc funding

Progress Note	Expenditure To Date	Note Date

Key Result Area	<i>Leadership</i>
Goal	To continue to mentor and model quality leadership practice via leadership strategic discussions, weekly reflection and leadership materials and periodicals as an ongoing collaborative learning model at NPS.
Improvement Targets/Milestone 1.	To continue to utilise the school meetings schedule as an opportunity to focus on in house professional learning and to utilise the professional skills of individual staff as an ongoing learning/reflection model to promote best practice currently happening in the school.
Action	To continue with the teacher and wider staff, Performance and Enhancement sessions, to further improve and unpack current thinking and to challenge convention on what works today may not be applicable tomorrow. Ongoing goal alignment and de privatizing practice – Whole School Approaches.
Improvement Targets/Milestone 2.	School leaders/Teachers participating in project teams to influence school action plans and strategic direction. <ul style="list-style-type: none"> • Curriculum & Assessment (Tim & Jill) • ICT (Graham) • Wellbeing (Nick & Teresa)
Improvement Targets/Milestone 3.	Senior staff to develop a personal learning action plan to improve leadership theory and emotional intelligence strategies. Senior staff to engage in professional learning opportunities and to also seek professional learning activities aligned to their PLAP.
Improvement Targets/Milestone 4.	Develop financial literacy within the leadership team and assign financial responsibility and delegation to each Assistant Principal.



**Improvement
Targets/Milestone 5.**

Continue to support the Teaching Schools Program with Charles Darwin University. Teachers to nominate at the beginning of the year their commitment to the program and ongoing professional learning dialogue with CDU.

Who	When
Leadership team	Ongoing

Funding	Funding Source
\$12,000.00	PD Budget

Progress Note	Expenditure To Date	Note Date
Tim Morgan/Anita Isma to attend National Special Ed conference in Sydney Semester 1.	\$2,000.00	Semester 1 2014



Northern
Territory
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DEPARTMENT OF EDUCATION